Michaela Community School
GOVERNING BODY MEETING
Minutes of meeting Wednesday 6th July 2022

Date and time:	**Location**:
Wednesday 6th July 2022, 5.30pm	Meeting held remotely via Zoom

Attendees:		
Name	**Present**	**Role**
Chidi Amadi (CA)	Present	Governor (Chair)
Sharon Brittan (SBri)	Apologies	Governor (Vice Chair)
Pia Decarlucci (PD)	Present	Governor
Mohsin Drabu (MD)	Apologies	Governor (Finance)
Katharine Birbalsingh (KB)	Present	Head Teacher
Katie Ashford (KA)	Present	Staff Governor
Iskander Fernandez (IF)	Apologies	Parent Governor
Adeyemi Fasogbon (AF)	Present	Parent Governor (Careers)
Matthew Godfrey (MG)	Present	Governor (Careers)
Rebecca Williams (RW)	Apologies	Governor
Lundi Nyoni (LN)	Apologies	Governor (Finance)
Daniel Hall (DH)	Present	Governor
Stephanie Ting (ST)	Present	Governor (Safeguarding, SEND)
Brett Williams Yale (BWY)	Apologies	DHT
Ali Mansfield (AM)	Present	Clerk

No.	**FGB Items**	**Action**
1.	**Welcome and apologies** CA welcomed governors to the meeting. Apologies were received and accepted from Sharon Brittan, Mohsin Drabu, Iskander Fernandez, Rebecca Williams and Lundi Nyoni. Brett Williams Yale was not required to attend.	
2.	**Declaration of Business Interests** ***Governors to declare any changes to the register of business interests:*** No changes to the register were declared.	

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	Governors to declare any conflicts of interest for this agenda: No conflicts of interest were declared. ***Governors to declare any gifts or hospitality received in their role as a governor of MCS:*** None declared.	
3.	**Governing Body Membership** There were no changes to the membership to report.	
4.	**Minutes of last meeting (24.05.22)** ***To agree the minutes of the previous meeting:*** The minutes of the meeting held on the 24.05.22 were agreed as an accurate record. ***Matters arising not covered elsewhere on this agenda:*** AM to update the capital expenditure spread sheet and send to governors – completed. KB to share actual cost for the refurbishment of the science labs once available – completed. Three quotes were received ranging from £146k to £154k. Finance Governors discussed the quotes and agreed to appoint Overs Interiors to complete the works. Not only was their quote the lowest, they are well known to the school. Past projects have been completed on time and to budget. Q: Will the work be completed over the summer holiday? A: Yes, the new rooms should be ready for September.	
5.	**Safeguarding Report** KA gave a verbal update to governors. The new member of teaching staff received safeguarding training as part of the induction process. There are 7 pupils on Child Protection Plans, an increase of 1 child. There are 2 pupils on Child in need Plans There are 3 Looked After Children, the school works closely with the relevant agencies to support these children. Peer on Peer Abuse is high on the national safeguarding agenda, staff have received appropriate training, there have been no incidents of this nature to report since the last meeting. There have been no major safeguarding incidents, some minor bullying issues have been dealt with by staff. Olivia Dyer, Safeguarding Lead and Director of inclusion is leaving at the end of this year. She will be replaced by Charlie Burkitt. Charlie is receiving training from Olivia and will be line managed by Katie Ashford. Q: How is the bullying manifesting? A: It is not happening on the school premises, behaviour in school is good, most of the issues start on line and then spill over. There is a big push on children being aware that they can speak to staff and share	

	things which are happening out of school. Staff continue to do walkabout duty in the immediate radius of the school. Q: How do you deal with incidents that happen out of school? A: We will always launch an investigation including the Head of Year and Senior Team who will have conversations with the children involved to get to the bottom of what happened and then appropriate sanctions are applied. Q: CA commented that it was a long while since the last exclusion, is this because of more effective mechanisms in school? A: We try to arrange managed moves if possible, there is one exclusion in process at the moment. Q: Sexuality and gender are very much in the news. Has this given rise to any bullying? Is it an issue at Michaela? A: Our children tend to be from very conservative families, there have been no issues so far but staff are aware.	
6.	**Finance Report** <u>Budget position at Month 9</u> Income for the period is £232k positive to budget (6.1%). This includes £55k from the DfE for Recovery Premium, National Tutoring Programme, Teachers' Pay Grant, Teachers' Pension Grant and Admissions Appeals. Expenditure is broadly in line with budget. At month 9 there is an in-year surplus of £160k against a budgeted deficit of £10k. £30k of this surplus is restricted income for Stevenage. <u>Cash balances at 31.05.22</u> o Current account £25,000.00 o Reserve account £1,114,239.94 o 35 Day Saver account £749,005.62 <u>Trial Balance at Month 9</u> – noted. <u>Budget 2022-23</u> It has been possible to set a budget for 2022/23 with a small in year surplus of £19k. The budget assumes a 5% cost of living rise for teaching and admin staff and includes the revised quotes for energy costs. Staff costs are 79% of income. Income for visits and consultancy are set conservatively at £10k each. Governors **APPROVED** the budget for submission to the ESFA. <u>3-year projection</u> The 3-year projection shows in year deficits of £275k and £59k respectively for 2023/24 and 2024/25. These projections are based on worst case scenarios. They assume no increase in GAG income and no further Supplementary Grant. On the expenses side, staff pay increases of 3% are assumed in years 2 and 3 and inflation is assumed at 2%, with utility prices starting to come down in year 3. Q: Why do leadership costs fall by £100k in 2024?	

	A: The Stevenage school will open in 2024 and some of the leadership costs will move across to the Stevenage budget, as will some of the admin staff costs. MD commented via email that although there are large cash reserves to cover the in-year deficits, it is imperative to ensure that any deficit is not structural or recurrent. AM replied that 2023/24 was a crunch year, but the opening of the school in Stevenage shows a return to a more manageable deficit which can be addressed through tight budgeting nearer the time. <u>Payroll arrangements</u> Governors noted that both the Finance Manager (AM) and the Operations Manager (VS) have full access to the payroll portal. In practice the Operations Manager enters changes (pre-approved by the HT) and the Finance Manager approves them on the portal. Governors **AGREED** that both AM and VD should continue to have full access to the portal. Governors further noted that Matilda Parslow, Office Manager, has access to the payroll portal during the maternity leave of VS. <u>Approve contracts list</u> Governors **APPROVED** the updated contracts list. <u>Receive report from ICE visit and approve proposed actions</u> Governors noted the contents of the most recent ICE report (June 2022) and **APPROVED** the remedial actions proposed by AM. Governors **AGREED** to reappoint Juniper to carry out the ICE visits in 2022/23, no change in the programme of inspection was deemed necessary, AM to communicate with Juniper. <u>Capital expenditure/reserves position</u> Finance governors to meet with auditors to discuss: meeting to be arranged to clarify the impact of the pension fund reserve on the reserves available to the school.	
7.	**Head Teacher's Verbal Update** The Year 11 and 13 exams have gone well, although it is hard to predict the outcomes, particularly as there may be alterations to the grade boundaries. Revision sessions took place at half term and at weekends. Staff who have been marking for the exam boards have noticed that standards are lower generally. Internal exams for other year groups are taking place this week, report will come to the autumn term meeting. Online pressure continues to grow in children's lives. Michaela continues to warn of the dangers of unsupervised access and this year 50% of Year 7 pupils do not have smart phones. Lots of work has taken place to encourage good external pupils to join the sixth form, the signs are encouraging but there is no guarantee that the interest will convert to numbers. The school is fully staffed but as always, Art and French are	

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	challenging subjects to recruit to. The Head of Art is returning from maternity leave shortly. There are two strong and experienced French teachers but the new recruits are French speakers rather than teachers so will require a lot of support. Attendance is improving, there will be a big push on attendance in September. The school continues to welcome visitors. Today the Leader of the Opposition from New Zealand visited and David Davis MP also visited recently. Q: Have we considered offering a second language? Would that make it easier to recruit? A: We offered Spanish to the top set when the school first opened but it was too much. It would be unlikely to make any difference to recruitment.	
8.	**Governor Visits** MG visited the school on 14th June 2022 with a colleague (Head of French) who was very impressed by what he saw. MG chatted with several of the new teachers who were very complimentary about their start at MCS. MG will send his report to KB. MD is visiting the school next week.	
9.	**AOB** None.	
10.	**Date of next meeting** AM to circulate Doodle Poll	